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Approved: Head of Access Services

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**Title:** Reserves

**Purpose:** To have reserve materials prepared and available in a timely manner.

**Practice:** Reserves are generated at the beginning and end of each academic semester.

**Procedure:**

**Guidelines for Faculty**

1. The Reserve Collection at the Laupus Library is intended to allow the student access to material that is required reading for classes. Articles that are in journals owned by the library are **not** placed on reserve. They are however noted under the citation on the syllabus as “in journal stacks” or “on microfilm”.
2. To ensure that materials are available at the beginning of each semester, the syllabus for that particular semester should be turned in at least a month before it is needed. If the library does not currently own any of the requested materials, a longer processing time will be required to order the materials and have them available. After the semester begins, any late requests and/or syllabi are processed on a first-come, first-serve basis. Waiting until after the syllabus is handed out to students before sending a copy to HSL may mean that the students will check the materials out and an additional time for recalls may occur.
3. The Health Sciences Library strictly adheres to the copyright guidelines of the U. S. Public Law PL 94-553. The guidelines of spontaneity, brevity, and commercial impact apply to the library reserve room. Restrictions for reserve collections are sometimes different than classroom uses therefore the restrictions for placing an item on reserve may not apply to the classroom situation and vice versa.
4. Any articles in journals or chapters from books not owned by the library are the responsibility of the requesting faculty to obtain a copy of the article as well as copyright permission for placing that article on reserve that semester. **Permission must be obtained each semester and must be turned into the library with the article. The Health Sciences Library will not place any articles on the reserve shelves without written permission from the holder of the copyright.**
5. Any books that are not owned by the Health Sciences Library and are intended for long term use will be ordered. If the item is for short term use and Joyner Library owns it, an ILL will be sent to Joyner for the book(s) and placed on reserve at the Health Sciences Library. If the item is out of print or unobtainable, such information will be noted on the syllabus and the professor will

be notified. Professor's personal copies may be placed on reserve, however with the same risks as library property.

6. Only one copy of each item will be placed on reserve unless otherwise requested by the professor. Items are removed from reserve after the last day of exams. All copies of articles and personal copies are returned to the professor at that time.

### **Circulation of reserves**

Unless specifically limited by the professor or library, all reserves may circulate overnight after 9:00 pm Sunday through Saturday (Fall and Spring semesters) and after 3 pm on Fridays and Saturdays (only for Summer Sessions). Reserves are to be returned by the next day: 8:30 am Monday-Friday, 10:00 am Saturday, and 1:00 pm Sunday.

All reserves are housed on the reserve shelf behind the Service Desk and check out for the specified period of time.

The professors who requested the materials for reserve are allowed to check the items out and take them out of the library. This applies mainly to the class notebooks. These items are updated frequently. It is rare when a professor comes for the videos or books they requested.

Overdue fines for reserve materials are \$.25 per hour for the first day, \$1.00 for each additional day up to the maximum fine of \$25.00.

### **Library selected reserves**

When the library encounters problems with materials in high demand (e.g., theft, hiding elsewhere in the library), these items may be placed on permanent reserve status. The decision to place such items on reserve is the responsibility of the Head of Access Services and only done in extreme circumstances. These items are not available for overnight check out.

### **Putting Items on Reserve in Workflows**

1. Log into Workflows.
2. Once the Circulation and the Search window finish loading, minimize these windows and go to the Reserves Menu.
3. On the left click on Create Reserve.
4. Under defaults click on HRESERVE.
5. Under Reserve desk click twice. Click on OK. Type in "Never" in the expires section.
  - 5.1 Go to "File" and select "Switch Location" and change it to "hres" (HSL Reserve)

6. If the instructor or the course is already in the system, go to “Instructor” or “Course” and do a search.
7. If the instructor or course is not in the system, then go to “Instructor” or “Course” and select “New”.
8. To enter an Instructor record, type in the person’s name, last name first, and address or department. Save the record.
  - 8.1 To enter a Course record, enter “hres” for location, the class (ie. NURS 1000) for the course name and name of the course (ie. Intro to Nursing) for Description. Then save the record.
9. Once the instructor and/or course is selected, the item menu will open. If there are materials already on reserve on this record, they will be listed.
10. To add a course to an instructor’s name, do a search of the course.
  - 10.1 If the course is found, click on the “Found” button that is at the bottom right of the window. This will add the course to the instructor’s record.
11. To add an Instructor’s name to a Course record, do the same as #10 above.
  - 11.1 If a record does not exist for either, create a new record and then do step 10.
12. With the list of materials and their call numbers in hand, go pull them from the shelves.
13. Now you have the instructor and the course together, to place the books on reserve:
  - 13.1 Go to Create Reserve
  - 13.2 Search for the first title and go to the first screen (bibliographic data)
  - 13.3 Go to the toolbar at the top right and highlight SEND TO, select Reserve Book.
  - 13.4 The record will automatically appear in RBR, the information should show one copy and today’s date. If not, the cursor should be in the “No. Required” box. Type the number 1, save and close the record.
  - 13.5 Continue doing this with all the titles.
14. Once this is done, go to the toolbar and select RESERVE, then PLACE ITEMS ON RESERVE.
  - 14.1 When that window opens, wand or type in the barcode.

- 14.2 The “Edit: Saved Item Variables” window will appear. Where the cursor is blinking is where you need to change the status for the item.
  - 14.3 Save and close this window. Repeat this step for each book/video.
  - 14.4 Click on save and close.
15. Place a reserve sticker next to the barcode on the book/video
  16. Place the items on the Semester, Permanent, or AV reserve shelves in call number order.
    - 16.1 The reserve notebook has dividers that have the majors (ie. OCCCT, SOCW) marked on them. These are in alphabetical order and the syllabi are filed as such.
    - 16.2 In each section, file the lists and/or syllabi in order by class number (ie. OCCT 1000, OCCT 3014, OCCT 4000, etc.)

### **Ordering Books and Videos**

1. To order a book for reserves, fill out a book request form and submit it to Acquisitions. A green line is drawn across the top of the card with a marker. This is to let Acquisitions know it is for reserves.
2. Copy the request and file it in order by title.
3. When the book comes in, pull the copy of the request and discard it. If the book is out of print, the copy of the request is filed as “Out of Print”.
4. If a client requests HSL to obtain certain materials for the Reserve and AV collection, have them fill out an AV purchase request or Book request form (see appendix). They are located at the front desk.
5. Inform the patron that since they have not seen the audiovisual, it must first be previewed and they will be informed when the item is received.

### **Weeding/Shelf Reading**

1. Read the reserve shelves at least once a week and weed the shelves once a semester.
2. When reading the permanent reserve shelves, look for items that have not been used for a long period of time.
3. Take these items off the shelf, take them off of permanent reserve, and return them to the general collection.

### **Separate Reserve Shelves**

1. The reserve shelves are split in two and called the “Semester Reserves” and the “Permanent Reserves”.
  - 1.1 Semester Reserves: Those items that are only needed for that particular semester.
  - 1.2 Permanent Reserves: Those items that are in high demand and are requested by the professor to stay permanently on reserve.
2. Semester Reserves are located on the far left side of the shelving.
3. Permanent Reserves are located in between the Semester Reserves and the AV Reserves.
4. Permanent Reserves as marked with a blue-colored dot sticker. This sticker is located in the upper left-hand corner of the book.
  - 4.1 Notebooks with old tests and exams that are on Permanent Reserve are not marked with a blue dot.